

JOB OPPORTUNITY BULLETIN

LEGISLATIVE COUNSEL BUREAU LEGISLATIVE DATA CENTER



POSITION:

INFORMATION TECHNOLOGY SPECIALIST II (6DP009)

(EQUIVALENT TO: SENIOR INFORMATION SYSTEMS ANALYST (SPECIALIST))

JOB LOCATION: SACRAMENTO, CALIFORNIA

DIVISION: MEMBER OFFICES

FINAL FILING DATE: MAY 8, 2006

SALARY: \$5,200 - \$6,322

DUTIES AND RESPONSIBILITIES: Under the general direction of a manager in the Member Offices Division of the Customer Services Branch, the incumbent acts as a website product manager and fully-developed business analyst on projects that support complex applications of a critical nature to legislative customers. The incumbent will provide product management support for various public facing websites for the Assembly and Senate. The incumbent will be a member of a cross-functional team responsible for development projects with significant risk, where the consequence of failure could have an adverse impact on the business success of the Legislative Data Center. The incumbent will define product features and functionality working with internal subject matter experts and customers to ensure successful development project results. The incumbent will lead teams of Information Technology Specialists on one or more moderately- to highly-complex projects, and will act as the lead knowledge expert on the use of new technologies in the development of websites and web applications. The incumbent will be responsible for developing business requirements, product development or enhancement, scope, acceptance criteria, product marketing and packaging, including the creation of technical documentation and training materials.

WHO MAY APPLY: Applicants need not be a current or former State employee nor be on a State exam list to apply, but need to meet the Minimum Qualifications listed below. Under the LDC position-specific selection program, candidates do not have to be on a State list in order to apply. The LDC may use this selection process for up to one year to fill other vacancies, where job-related knowledge, skills, abilities and behaviors are the same or substantially similar to this advertised position. Please note that positions at this level belong to Work Week Group (WWG) E. No employee in a classification assigned to WWG E shall have his/her salary reduced for absences of less than an entire day. However, there is also no overtime provision for a WWG E employee if he/she works in excess of 40 hours per week. Applications will be screened and interviews scheduled for those candidates possessing the best qualifications and experience. Subject to SROA/Surplus.

HOW TO APPLY: Submit a standard state application and resume to the Legislative Counsel Bureau Personnel Office, Attn: L. Snow, 925 L Street, Suite 900, Sacramento, CA 95814. Applications must be received in the personnel office by 5:00 p.m., Monday, May 8, 2006. Technical questions regarding the position may be directed to Dana Callison at (916) 341-8545. Questions regarding the application process may be directed to Personnel at (916) 341-8330.

SEE REVERSE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS: Knowledge of product management disciplines and business analysis. Experience managing cross-functional technical projects and teams. Demonstrated ability to work with both technical and non-technical individuals, both in gathering information and communicating direction and status. Demonstrated ability to manage project scope, risk mitigation and resource estimations. In-depth knowledge of web-based end user products and advanced technology interfaces. Demonstrated experience working with content management, push technology and other multi-media interactive technologies, such as subscription services, blogs and blog management tools, RSS feeds, and pod casting. In-depth understanding of web security, web performance monitoring and web analytics. In-depth knowledge of web navigation, user requirements and browser compatibility. Excellent written and verbal communication skills. Ability to think tactically and strategically to provide information technology solutions and services that meet the customers' needs and fit into the IT architecture of the Data Center

DESIRABLE QUALIFICATIONS: A minimum of three (3) years of experience in product management and/or strategic planning, preferably in a software development or website environment. Extensive experience in customer relationship management and customer service. Demonstrated ability to manage multiple projects and cross-functional project teams. Ability to deliver effective presentations. Ability to define product features and functionality based on feedback from internal subject matter experts and customers. Ability to prioritize projects and tasks. Ability to develop project charters, scope of work documents, and product requirements documents, independently or with the assistance of business analysts and subject matter experts. Ability to develop training materials and conduct training sessions. Ability to monitor customer satisfaction using analysis of usage and surveys to identify areas of improvement for the customers.

SELECTION INFORMATION:

The Legislative Counsel Bureau is an equal opportunity employer to all regardless of race, color, creed, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

OTHER RELATED INFORMATION

The Legislative Counsel Bureau reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

At the conclusion of a selection process, the LCB reserves the right to establish a pool of eligibles comprised of the most qualified candidates who competed in the process. This pool may be used to fill subsequent vacancies, which require substantially similar knowledge, skills, abilities and behaviors. Such pools can be used for a period not to exceed one year from the final filing date of the original selection process.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Legislative Counsel Bureau Personnel Office. The application form (Std. 678) is also available in several formats on the State Personnel Board's website at: <http://www.spb.ca.gov/employment>

THIS IS A COMPETITIVE PROCESS. If you meet the minimum qualifications stated on this bulletin, you may file for this position. Possession of the qualifications does not guarantee inclusion in the selection process. Your performance in the selection process will be compared with the performance of all others who participate in this process, and does not guarantee an appointment to the position.

Interview Scope: If an interview is conducted, in addition to the minimum and desirable qualifications described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of a recognition of training needs; plans for self-development; and the progress made in efforts toward self-development.

California Relay Service TDD: 1-800-735-2929 Voice: 1-800-735-2922